

## CITY OF BALTIMORE

Stephanie Rawlings-Blake, Mayor



## BOARDS & COMMISSIONS

Office of Boards & Commissions  
Eastern Avenue (and President Street)  
Baltimore, Maryland 21202  
(410) 396-6883

Dear Consultant:

Thank you for your interest in seeking a Prequalification Certificate with the City of Baltimore. Prequalification serves both the City, by insuring that it receives the best possible performance for its contract dollars, and you the consultant, by establishing to all City contract agencies your availability as a potential bidder or subcontractor as well as your proven competence to perform the types of work for which you are prequalifying.

In order to allow an adequate amount of time to process your application, or renewal, please know it takes a minimum of 30 days from receipt of application to process your paperwork and submit our prequalification recommendation to the Board of Estimates for approval. Once approved by the Board our Office will mail your company a Prequalification Certificate which must be renewed annually to retain prequalification status.

Before submitting your application, please make sure you have:

- Provided 'professional license' information for top company official
- Provided contact names and phone numbers for each of your projects
- A 'Good Standing' rating with the State of Maryland Department of Assessments and Taxation
- Signed your application

Completed applications must be mailed to the Office of Boards and Commissions for processing. Our address is:

Office of Boards and Commissions  
751 Eastern Avenue  
Baltimore, Maryland 21202  
Att: Consultant Prequalification

Firms interested in being considered for certification with the City of Baltimore as a Minority and/or Women's owned business should call the Minority and Women's Business Opportunity Office at (410) 396.4355.

Please do not hesitate to call our office at (410) 396.6883 if you have questions concerning your application or the prequalification process. We look forward to a mutually successful working relationship.

Sincerely,

Office of Boards & Commissions

Enclosures

STANDARD  
FORM (SF)  
**254**

**Architect-Engineer  
and Related Services  
Questionnaire**

Form Approved  
OMB No. 9000-0004

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the FAR Secretariat (VRS), Office of Federal Acquisition and Regulatory Policy, GSA, Washington, D.C. 20405; and to the Office of Management and Budget, Paperwork Reduction Project (9000-0004), Washington, D.C. 20503.

**Purpose:**

The policy of the Federal Government in acquiring architectural, engineering, and related professional services is to encourage firms lawfully engaged in the practice of those professions to submit annually a statement of qualifications and performance data. Standard Form 254, "Architect-Engineer and Related Services Questionnaire," is provided for that purpose. Interested A-E firms (including new, small, and/or minority firms) should complete and file SF 254's with each Federal agency and with appropriate regional or district offices for which the A-E is qualified to perform services. The agency head for each proposed project shall evaluate these qualification resumes, together with any other performance data on file or requested by the agency, in relation to the proposed project. The SF 254 may be used as a basis for selecting firms for discussions, or for screening firms preliminary to inviting submission of additional information.

**Definitions:**

**"Architect-Engineer Services"** are defined in Part 36 of the Federal Acquisition Regulation.

**"Parent Company"** is that firm, company, corporation, association or conglomerate which is the major stockholder or highest tier owner of the firm completing this questionnaire; i.e., Firm A is owned by Firm B which is, in turn, a subsidiary of Corporation C. The "parent company" of Firm A is Corporation C.

**"Principals"** are those individuals in a firm who possess legal responsibility for its management. They may be owners, partners, corporate officers, associates, administrators, etc.

**"Discipline,"** as used in this questionnaire, refers to the primary technological capability of individuals in the responding firm. Possession of an academic degree, professional registration, certification, or extensive experience in a particular field of practice normally reflects an individual's primary technical discipline.

**"Joint Venture"** is a collaborative undertaking by two or more firms or individuals for which the participants are both jointly and individually responsible.

**"Consultant,"** as used in this questionnaire, is a highly specialized individual or firm having significant input and responsibility for certain aspects of a project and possessing unusual or unique capabilities for assuring success of the finished work.

**"Prime"** refers to that firm which may be coordinating the concerted and complementary inputs of several firms, individuals or related services to produce a completed study or facility. The "prime" would normally be regarded as having full responsibility and liability for quality of performance by itself as well as by subcontractor professionals under its jurisdiction.

**"Branch Office"** is a satellite, or subsidiary extension, of a headquarters office of a company, regardless of any differences in name or legal structure of such a branch due to local or state laws. "Branch offices" are normally subject to the management decisions, bookkeeping, and policies of the main office.

**Instructions for Filing** (Numbers below correspond to numbers contained in form):

1. Type accurate and complete name of submitting firm, its address, and zip code.
  - 1a. Indicate whether form is being submitted in behalf of a parent firm or a branch office. (Branch office submissions should list only personnel in, and experience of, that office.)
2. Provide data the firm was established under the name shown in question 1.
3. Show date on which form is prepared. All information submitted shall be current and accurate as of this date.
4. Enter type of ownership, or legal structure, of firm (sole proprietor, partnership, corporation, joint venture, etc.)

Check appropriate boxes indicating if firm is (a) a small business concern; (b) a small business concern owned and operated by socially and economically disadvantaged individuals; and (c) Woman-owned (See 48 CFR 19.101 and 52.219-9).
5. Branches of subsidiaries of large or parent companies, or conglomerates, should insert name and address of highest-tier owner.
  - 5a. If present firm is the successor to, or outgrowth of, one or more predecessor firms, show name(s) of former entity(ies) and the year(s) of their original establishment.
6. List not more than two principals from submitting firm who may be contacted by the agency receiving this form. (Different principles may be listed on forms going to another agency.) Listed principals must be empowered to speak for the firm on the policy and contractual matters.
7. Beginning with the submitting office, list name, location, total number of personnel, and telephone numbers for all associated or branch offices, (including any headquarters or foreign offices) which provides A-E and related services.
  - 7a. Show total personnel in all offices. (Should be sum of all personnel, all branches.)
8. Show total number of employees, by discipline, in submitting office. (\*If form is being submitted by main headquarters office, firm should list total employees, by discipline, in all offices.) While some personnel may be qualified in several disciplines, each person should be counted only once in accord with his or her primary function. Include clerical personnel as "administrative." Write in any additional disciplines—sociologists, biologists, etc.—and number of people in each, in blank spaces.

# Architect-Engineer and Related Services Questionnaire

9. Using chart (below) insert appropriate index number to indicate range of professional services fees received by submitting firm each calendar year for last five years, most recent year first. Fee summaries should be broken down to reflect the fees received each year for (a) work performed directly for the Federal Government (not including grant and loan projects) or as a sub to other professionals performing work directly for the Federal Government; (b) all other domestic work, U.S. and possessions, including Federally-assisted projects, and (c) all other foreign work.

## Ranges of Professional Services Fees

INDEX	INDEX
1. Less than \$100,000	5. \$1 million to \$2 million
2. \$100,000 to \$250,000	6. \$2 million to \$5 million
3. \$250,000 to \$500,000	7. \$5 million to \$10 million
4. \$500,000 to \$1 million	8. \$10 million or greater

10. Select and enter, in numerical sequence, **not more than thirty** (30) "Experience Profile Code" numbers from the listing (next page) which most accurately reflect submitting firm's demonstrated technical capabilities and project experience. **Carefully review list.** (It is recognized some profile codes may be part of other services or projects contained on list; firms are encouraged to select profile codes which best indicate type and scope of services provided on past projects.) For each code number, show total number of projects and gross fees (in thousands) received for profile projects performed by firm during past few years. If firm has one or more capabilities not included on list, insert same in blank spaces at end of list and show numbers in question 10 on the form. In such cases, the filled-in listing **must** accompany the complete SF 254 when submitted to the Federal agencies.
11. Using the "Experience Profile Code" numbers in the same sequence as entered in item 10, give details of at least one recent (within the last five years) representative project for each code number, up to a **maximum** of thirty (30) separate projects, or portions of projects, for which firm was responsible. (Project examples may be used more than once to illustrate different services rendered on the same job. Example: a dining hall may be part of an auditorium or educational facility.) Firms which select less than thirty "profile codes" may list two or more project examples (to illustrate specialization) for each code number so long as total of all project examples does not exceed thirty (30). After each code number in question 11, show: (a) whether firm was "P," the prime professional, or "C," a consultant, or "JV," part of a joint venture on that particular project (new firms, in existence less than five (5) years may use the symbol "IE" to indicate "Individual Experience" as opposed to

firm experience); (b) provide name and location of the specific project which typifies firm's (or individual's) performance under that code category; (c) give name and address of the owner of that project (if government agency indicate responsible office); (d) show the estimated construction cost (or other applicable cost) for that portion of the project for which the firm was primarily responsible. (Where no construction was involved, show approximate cost of firm's work); and (e) state year work on that particular project was, or will be, completed.

12. The completed SF 254 should be signed by a principal of the firm, preferably the chief executive officer.
13. Additional data, brochures, photos, etc. should not accompany this form unless specifically requested.

**NEW FIRMS (not recognized or recently-amalgamated firms) are eligible and encouraged to seek work from the Federal Government in connection with performance of projects for which they are qualified. Such firms are encouraged to complete and submit Standard Form 254 to appropriate agencies. Questions on the form dealing with personnel or experience may be answered by citing experience and capabilities of individuals in the firm, based on performance and responsibility while in the employee of others. In so doing, notation of this fact should be made on the form. In question 9, write in "N/A" to indicate "not applicable" for those years prior to firm's organization.**

## Experience Profile Code Numbers

for use with questions 10 and 11

001 Acoustics; Noise Abatement  
 002 Aerial Photogrammetry  
 003 Agricultural Development; Grain Storage; Farm Mechanization  
 004 Air Pollution Control  
 005 Airports; Navais; Airport Lighting; Aircraft Fueling  
 006 Airports; Terminals and Hangers; Freight Handling  
 007 Arctic Facilities  
 008 Auditoriums and Theatres  
 009 Automation; Controls; Instrumentation  
 010 Barracks; Dormitories  
 011 Bridges  
 012 Cemeteries (*Planning and Relocation*)  
 013 Chemical Processing and Storage  
 014 Churches; Chapels  
 015 Codes; Standards; Ordinances  
 016 Cold Storage; Refrigeration; Fast Freeze  
 017 Commercial Building (*low rise*); Shopping Centers  
 018 Communications Systems; TV; Microwave  
 019 Computer Facilities; Computer Service  
 020 Conservation and Resource Management  
 021 Construction Management  
 022 Corrosion Control; Cathodic Protection; Electrolysis  
 023 Cost Estimating  
 024 Dams (*Concrete; Arch*)  
 025 Dams (*Earth; Rock*); Dikes; Levees  
 026 Desalinization (*Process and Facilities*)  
 027 Dining Halls; Clubs; Restaurants  
 028 Ecological and Archeological Investigations  
 029 Educational Facilities; Classrooms  
 030 Electronics  
 031 Elevators; Escalators; People-Movers  
 032 Energy Conservation; New Energy Sources  
 033 Environmental Impact Studies, Assessments, or Statements  
 034 Fallout Shelters; Blast-Resistant Design  
 035 Field Houses; Gyms; Stadiums  
 036 Fire Protection  
 037 Fisheries; Fish Ladders  
 038 Forestry and Forest Products  
 039 Garages; Vehicle Maintenance Facilities; Parking Decks  
 040 Gas Systems (Propane; Natural, etc.)  
 041 Graphic Design

042 Harbors; Jetties; Piers; Ship Terminal Facilities  
 043 Heating; Ventilating; Air Conditioning  
 044 Health Systems Planning  
 045 High-rise; Air-Rights-Type Buildings  
 046 Highways; Streets; Airfield Paving; Parking Lots  
 047 Historical Preservation  
 048 Hospital and Medical Facilities  
 049 Hotels; Models  
 050 Housing (*Residential; Multi-Family; Apartments; Condominiums*)  
 051 Hydraulics and Pneumatics  
 052 Industrial Buildings; Manufacturing Plants  
 053 Industrial Processes; Quality Control  
 054 Industrial Waste Treatment  
 055 Interior Design; Space Planning  
 056 Irrigation; Drainage  
 057 Judicial and Courtroom Facilities  
 058 Laboratories; Medical Research Facilities  
 059 Landscape Architecture  
 060 Libraries; Museums; Galleries  
 061 Lighting (*Interiors; Display; Theatre, etc.*)  
 062 Lighting (*Exteriors; Streets; Memorials; Athletic Fields, etc.*)  
 063 Materials Handling Systems; Conveyors; Sorters  
 064 Metallurgy  
 065 Microclimatology; Tropical Engineering  
 066 Military Design Standards  
 067 Mining and Mineralogy  
 068 Missile Facilities (*Silos; Fuels; Transport*)  
 069 Modular Systems Design; Pre-Fabricated Structures or Components  
 070 Naval Architecture; Off-Shore Platforms  
 071 Nuclear Facilities; Nuclear Shielding  
 072 Office Buildings; Industrial Parks  
 073 Oceanographic Engineering  
 074 Ordnance; Munitions; Special Weapons  
 075 Petroleum Exploration  
 076 Petroleum and Fuel (*Storage and Distribution*)  
 077 Pipelines (*Cross-Country – Liquid and Gas*)  
 078 Planning (*Community, Regional, Areawide and State*)  
 079 Planning (*Site, Installation, and Project*)  
 080 Plumbing and Piping Design  
 081 Pneumatic Structures; Air-Support Buildings  
 082 Postal Facilities  
 083 Power Generation; Transmission; Distribution  
 084 Prison and Correctional Facilities  
 085 Product; Machine and Equipment Design

086 Radar; Sonar; Radio and Radar Telescope  
 087 Railroad; Rapid Transit  
 088 Recreation Facilities (*Parks; Marinas, etc.*)  
 089 Rehabilitation (*Buildings; Structures; Facilities*)  
 090 Resource Recovery; Recycling  
 091 Radio Frequency Systems and Shieldings  
 092 Rivers; Canals; Waterways; Flood Control  
 093 Safety Engineering; Accident Studies; OSHA Studies  
 094 Security Systems; Intruder and Smoke Detection  
 095 Seismic Designs and Studies  
 096 Sewage Collection; Treatment; Disposal  
 097 Soils and Geologic Studies; Foundations  
 098 Solar Energy Utilization  
 099 Solid Wastes; Incineration; Landfill  
 100 Special Environments; Clean Rooms, etc.  
 101 Structural Design; Special Structures  
 102 Surveying; Platting; Mapping; Flood Plain Studies  
 103 Swimming Pools  
 104 Storm Water Handling and Facilities  
 105 Telephone Systems (*Rural; Mobile; Intercom, etc.*)  
 106 Testing and Inspection Services  
 107 Traffic and Transportation Engineering  
 108 Towers (*Self-Supporting and Guyed Systems*)  
 109 Tunnels and Subways  
 110 Urban Renewals; Community Development  
 111 Utilities (*Gas and Steam*)  
 112 Value Analysis; Life-Cycle Costing  
 113 Warehouses and Depots  
 114 Water Resources; Hydrology; Ground Water  
 115 Water Supply; Treatment and Distribution  
 116 Wind Tunnels; Research/Testing Facilities Design  
 117 Zoning; Land Use Studies  
 201 \_\_\_\_\_  
 202 \_\_\_\_\_  
 203 \_\_\_\_\_  
 204 \_\_\_\_\_  
 205 \_\_\_\_\_

**STANDARD  
FORM (SF)**

**254**

Architect-Engineer  
And Related Services  
Questionnaire

1. Firm Name/Business Address:

2. Year Present Firm  
Established

3. Date Prepared:

4. Specify type of ownership and check below, if applicable.

☐ A. Small Business

☐ B. Small Disadvantaged Business

☐ C. Woman-owned Business

1a. Submittal is for ☐ Parent Company ☐ Branch or Subsidiary Office

5. Name of Parent Company, if any:

5a. Former Parent Company Name(s), if any, and Year(s) Established:

6. Names of not more than Two Principals to Contact: Title/Telephone

1)

2)

7. Present Offices: City / State / Telephone / No. Personnel Each Office

7a. Total Personnel \_\_\_\_\_

8. Personnel by Discipline: (List each person only once, by primary function.)

<input type="checkbox"/> Administrative	<input type="checkbox"/> Electrical Engineers	<input type="checkbox"/> Oceanographers	<input type="checkbox"/> _____
<input type="checkbox"/> Architects	<input type="checkbox"/> Estimators	<input type="checkbox"/> Planners: Urban/Regional	<input type="checkbox"/> _____
<input type="checkbox"/> Chemical Engineers	<input type="checkbox"/> Geologists	<input type="checkbox"/> Sanitary Engineers	<input type="checkbox"/> _____
<input type="checkbox"/> Civil Engineers	<input type="checkbox"/> Hydrologists	<input type="checkbox"/> Soils Engineers	<input type="checkbox"/> _____
<input type="checkbox"/> Construction Inspectors	<input type="checkbox"/> Interior Designers	<input type="checkbox"/> Specification Writers	<input type="checkbox"/> _____
<input type="checkbox"/> Draftsmen	<input type="checkbox"/> Landscape Architects	<input type="checkbox"/> Structural Engineers	<input type="checkbox"/> _____
<input type="checkbox"/> Ecologists	<input type="checkbox"/> Mechanical Engineers	<input type="checkbox"/> Surveyors	<input type="checkbox"/> _____
<input type="checkbox"/> Economists	<input type="checkbox"/> Mining Engineers	<input type="checkbox"/> Transportation Engineers	<input type="checkbox"/> _____

9. Summary of Professional Services Fees

Received: (Insert index number)

Last 5 Years (most recent year first)

	19 _____	19 _____	19 _____	19 _____	19 _____
Direct Federal contract work, including overseas	_____	_____	_____	_____	_____
All other domestic work	_____	_____	_____	_____	_____
All other foreign work *	_____	_____	_____	_____	_____

Ranges of Professional Services Fees  
INDEX

1. Less than \$100,000
2. \$100,000 to \$250,000
3. \$250,000 to \$500,000
4. \$500,000 to \$1 million
5. \$1 million to \$2 million
6. \$2 million to \$5 million
7. \$5 million to \$10 million
8. \$10 million or greater

\*Firms interested in foreign work, but without such experience, check here: ☐

10. Profile of Firm's Project Experience, Last 5 Years

Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)
1)			11)			21)		
2)			12)			22)		
3)			13)			23)		
4)			14)			24)		
5)			15)			25)		
6)			16)			26)		
7)			17)			27)		
8)			18)			28)		
9)			19)			29)		
10)			20)			30)		

11. Project Examples, Last 5 Years

Profile Code	"P," "C," "JV," or "IE"	Project Name and Location	Owner Name and Address	Cost of Work (in thousands)	Completion Date (Actual or Estimated)
		1			
		2			
		3			
		4			
		5			
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		28			
		29			
		30			
12. The foregoing is a statement of facts				Date:	
Signature: _____				Typed Name and Title: _____	